

FINDINGS - SITE PLAN AND ARCHITECTURAL REVIEW

(Initial Application and Amendments)

Purpose: The purpose of findings for site plan and architectural review is to allow the Planning Commission to review development projects to determine compliance with Fremont Municipal Code Title 8 Chapter 2, Article 27 (Site Plan and Architectural Approval), general provisions of policies adopted by city council resolutions and to ensure that the architecture, landscape architecture and engineering of development projects are compatible with their surroundings. The following types of projects are subject to site plan and architectural review:

- Projects in the R-3 zoning district that are multi-family dwellings including efficiency apartments, and single room occupancy units, consisting of eleven units or more.
- Projects in the R-G that are multi-family dwellings in excess of eight units.
- All building, structure, or site development plans in the Central Business District.
- Projects requiring a Conditional Use Permit.
- Projects referred to the Planning Commission by the Development Organization.

Signed Application: This form shall be signed and returned with the application material, acknowledging the application materials required herein have been submitted.

I certify that I have submitted all of the required materials for this application. I understand that my plan review may be delayed if required materials are missing from the submittal package.

Project Applicant

Date

Incomplete Applications: An application is considered to be incomplete if any of the items checked on this information sheet have not been included. Processing of the application will be delayed until the submittal is determined to be complete.

Submittal Requirements:

NOTE:

- Indicates an item that is always required.
- Indicates an item that may be required, depending on the project. The staff person who provides you this sheet will check (✓) the box if the item is required for your application.

■ **1. A completed application form signed by:**

- a. The current property owner(s), authorizing the project proposal.
- b. The billing party, acknowledging responsibility for charges.

■ **2. Plans including the following items:**

- a. Vicinity map showing a half-mile radius from the project site.
- b. Context Map showing the location of all land uses, structures, driveways, parking areas, trees, and drainage courses within on the site and within 200 feet of the perimeter of the site. The context map may be on the site plan or submitted on a separate sheet.
- c. Accurately dimensioned site plan showing:
 - (1) Property lines.
 - (2) Location, configuration and setbacks of all existing and proposed buildings and intended uses for the buildings and site, including occupancy classification and type of construction as defined in the Building Code.
 - (3) Parking, vehicle circulation areas and driveways.
 - (4) Pedestrian ways and recreation areas, existing and proposed.
 - (5) Toe-of-the-Hill and Ridgeline, where applicable.
 - (6) Fencing.
 - (7) Easements on the property as identified in the preliminary title report (See section g for preliminary title report requirements).
 - (8) Existing street improvements, including median dividers.
 - (9) Signing and striping of the street frontage.
 - (10) Existing trees proposed or required to be preserved showing trunk locations, and accurate canopy outline, groves may be shown in an outline.
 - (11) All fire hydrants within 300 feet of the project site.
- d. Elevations showing:
 - (1) Each side of all proposed buildings and/or existing buildings.
 - (2) Materials and colors to be used on each elevation.

- e. Floor plans, indicating all intended uses of each area.
 - g. Two copies of a current preliminary title report for projects that involve construction of a new building or expansion of an existing building footprint and/or new site improvements such as landscaping, special paving, utilities and accessory structures.
- ☐ 3. **Statistics checked below may be indicated on the site plan or on a separate sheet:**
- ☐ a. Building floor area (measured from the exterior faces of the walls less any areas within the buildings devoted to parking/circulation, atriums and similar areas).
 - ☐ b. Building coverage of site.
 - ☐ c. Number of parking spaces, specifying the number of full size, compact spaces, and accessible spaces.

■ 4. **Tree Survey and Landscape Plans**

- a. Tree survey plan showing the following (if no trees exist onsite, please provide a statement by the civil engineer or surveyor indicating no trees exist onsite, as an alternative to the required tree survey):
 - (1) Existing and proposed site features, including but not limited to buildings, walls, paving, grading, etc.
 - (2) Tree(s) trunk six-inch (DBH) trunk diameter at 4.5-feet above ground level) and larger located on plan by a licensed surveyor, and with accurate canopy line.
 - (3) Summary table identifying botanical designation, DBH, and elevation of tree at ground level.

NOTE: Additional analysis by a certified arborist may be required pending review of tree survey and other required project plans.

- b. Location, spacing, size, quantities, and botanical designations of all existing and proposed on-site, and required right-of-way planting.
- c. All trees graphically differentiated from other planting types.
 - (1) Design details and section drawings for all landscape architectural features such as wall fences, lighting, paving types and patterns, arbors, benches, fountains and other like features accurately showing size, scale, form, materials, and colors.
 - (2) Existing trees proposed for preservation.

NOTE: The City's Landscape Development Requirements and Policies are available online at: www.fremont.gov/CityHall/Departments/Engineering.htm#landscape.

■ **5. Conceptual civil drawings including:**

a. Grading and Drainage Plan showing the following:

- (1) Existing and proposed grades from existing City benchmark, including estimated grading quantities.
- (2) Estimated grading quantity (cut and fill calculation).
- (3) Finish floor and pad elevation.
- (4) Conceptual stormwater treatment devices and site design measures.
- (5) The location, pipe sizes, slope, invert and grate elevations of proposed underground storm drain system.
- (6) Hydraulic drainage calculations.

b. Conceptual utility plans showing water, sanitary sewer, gas, electric, cable and phone.

■ **6. A statement of Best Management Practices (BMP's) appropriate for the proposed development to prohibit pollutants from entering into storm water runoff. The BMP statement shall include measures for construction, long-term operation, and maintenance of the project.**

■ **7. The number of plans required to be submitted with the application are:**

- a. Ten (10) copies of full size plans, collated and folded to a size NO LARGER THAN 8" x 13".
- b. Eleven (11) copies of the plans reduced to 11" x 17", collated and folded to 8-1/2" x 11".

After initial review of your project has been completed, your project planner will request you submit the following materials 21 days before your public hearing or action date.

- c. Two (2) sets of full size plans.
- d. Fifteen (15) sets of plans reduced to 11" x 17", collated and folded to 8-1/2" x 11".
- e. One (1) rolled full size plan set.

■ **8. This project will be subject to the requirements of Article 21.7, Inclusionary Housing, of the Fremont Municipal Code. The Inclusionary Housing Ordinance generally requires that 15% of the units within your project be made affordable. Details and specifics of the**

ordinance requirements are available at the Development Services Center, Office of Housing and Redevelopment and online at:
www.fremont.gov/Community/Housing/Inclusionary

- **9.** Twenty-eight copies of a detailed project description. The project description shall be prepared and submitted on a separate sheet of paper. The project description should include the purpose of the project, the number of units if applicable, the type of dwelling unit, proposed amenities, the square footage of the project if applicable, the proposed uses if applicable, proposed material and architectural theme of the project. The project description should also include a brief written statement as to how the project proposes to comply with the City's Inclusionary Housing Ordinance and identify the proposed location of affordable units within the project.
- **10.** A material and color sample board with an overall size no larger than 11" x 17". The sample board shall include exterior finish material and colors for all visible surfaces including ground paving, walls, roofs, glazing systems, etc. The manufacturer's or supplier's names along with the color code and model numbers for each material or color shall be included on the material and color board. Any additional information necessary to clearly identify the specific materials proposed to be used shall also be included. Both finish and color shall be labeled and keyed to the elevations.
- **11.** A statement signed by the applicant indicating whether the project site is found on the Hazardous Waste and Substances Sites List pursuant to California Government Code Section 65962.5
- **12.** Complete the Impervious Surface Area Calculation Sheet.
- **13.** A list of all consultants proposed to be involved with the project, or a statement that none are proposed to be involved.
- ☐ **14.** Environmental Impact Questionnaire.

Hearing Notification: The City will notify all property owners, as well as business and residential tenants within the appropriate radius of your project area. Most projects require a 300-foot radius, while some require 1,000-foot based on the sensitivity of the project and the level of community input anticipated or required.

As with all other costs, you will be billed for staff time to research, create and label the required postcards. If the public hearing is delayed for an extended period of time after notices for your project have been mailed, you will be charged the cost to re-mail postcards.

Materials: The remainder of the noticing costs are for the price of materials, including cardstock, labels and postage. We estimated materials to cost **44 cents per postcard**.

Example: If there were 85 notices mailed for your project (the average number of notices for planning projects), your cost will be:

1/2 hour of staff time	\$28.00
------------------------	---------

85 postcards @ 44 cents each	\$37.40
TOTAL COST	\$65.40

Schedule Time Line: An application will be assigned to a staff planner within a week of a submittal. A letter will be mailed to you identifying your project planner. During that the time, the application will be routed to city staff and outside agencies for their review and comment(s). Approximately two weeks after a project submittal, the project will be reviewed by the City Technical Coordinating Committee (CTCC), for general ordinance and policy compliance. CTCC is made up of City staff, which determine whether application materials are complete and whether additional environmental studies are required.

An applicant meeting will be scheduled for approximately four weeks after the initial submittal. A letter will confirm the applicant meeting. The applicant and other project representatives should plan on attending this meeting. The meeting is with the project planner, who will discuss any issues identified by CTCC or outside agencies. The project planner will provide a letter identifying any issues with the project either at the meeting or within 30 days of the application submittal and will identify, if necessary additional material needed for the application.

Once the project planner deems an application complete, the application will be tentatively scheduled for a Planning Commission hearing date. The project planner will advise the applicant the necessary materials required for final submittal for the Planning Commission meeting. The final submittal is required 21 days before the hearing date to allow for review report preparation, and proper noticing. The applicant and other project representatives should plan on attending the Planning Commission hearing.

Appeals of Planning Commission Action: Appeals of Planning Commission actions are considered by the City Council. Appeals to the City Council must be submitted in writing to the City Clerk within 10 calendar days of the Planning Commission action. Your appeal letter must be accompanied by a \$50 appeal fee and must set forth (a) the specific action appealed from, (b) the specific grounds of the appeal and (c) the relief or action sought from the City Council. For additional details regarding appeals to the City Council, contact the City Clerk's office, at 3300 Capitol, Building A, Fremont, CA 94538, phone: (510) 284-4060. The mailing address for the City Clerk's office is P.O. Box 5006, Fremont, CA 94537-5006.

Development Impact Fees:

Residential Developments

New residential dwellings (single family and multi-family projects) always trigger payment of Development Impact Fees. New residential construction requires the payment of Park Facilities Park Dedication In-Lieu, Capital Facilities, Traffic, and Fire Facilities impact fees.

Commercial Impact Fees

Development impact fees may be assessed if your project involves new construction or additional floor area. If the project involves a change of use in a building, development impact fees may also be assessed. For example, a change from retail to an office would require Development Impact Fees be paid. A credit will be applied to the value of fees for the previous use category and a charge will be applied for the fees of the new use category. There are three

categories of Development Impact fees assessed for commercial uses: Traffic, Capital Facilities, and Fire Protection Fees.

For further information on Development Impact Fees, please refer to the Development Impact Fee schedule available in the Development Services Center or speak with a Development Services staff member.

Fees: The minimum deposit for your application is _____ and is due at the time of submittal. The actual charge will be based on staff time required to process the application, including any appeal. Progress billings will be invoiced during the review of the project if charges exceed the minimum deposit. A refund will be invoiced at the completion of the project review if excess funds have been paid.

Requirements described on this sheet are subject to change. If you need additional information or clarification to prepare your submittal please contact the staff person who furnished you this sheet for further assistance.

Information sheet furnished by: _____ Phone: (510) 494- _____

for proposal: _____

_____ Date: _____